

GENESEE INTERMEDIATE SCHOOL DISTRICT
ERWIN L. DAVIS EDUCATION CENTER
2413 WEST MAPLE AVENUE
FLINT, MICHIGAN 48507

GENESEE COUNTY AREA PUBLIC SCHOOLS (GCAPS)
ONLINE EMPLOYMENT APPLICATION

DECEMBER 22, 2005

SPECIFICATIONS AND BID REQUIREMENTS

1. The Genesee Intermediate School District, on behalf of the Genesee County Area Public Schools, is accepting sealed bids to select a vender to provide software that is housed on a Genesee Intermediate School District, or a GenNET Consortium, server to provide access to an online employment application system. The number of Districts that have expressed an interest in participating in the GENESEE COUNTY AREA PUBLIC SCHOOLS ONLINE EMPLOYMENT APPLICATION CONSORTIUM will be determined after all bids are received and costs have been analyzed for each member district. At present, sixteen (16) school districts have expressed an interest in participating. (See Attachment A.) All software bids must meet the specifications and requirements as outlined in this Request for Bid. The software features as identified in these Specifications and Requirements that must be demonstrated by the successful vendor are listed on pages 3 and 4, numbers 11.1 through 11.34 within the Bid Response Form. The software features listed within the Bid Response Form are preferred features. The features are to be used as an illustration, and all similar or equivalent products will be fully considered. Following a demonstration of the software and a comparison of the software features identified in these specifications, the steering committee reserves the right to waive a software feature if it is demonstrated that the feature is not necessary, is included in another aspect of the software, or is not a requirement by the majority of the Consortium Member Districts. Following demonstrations of the software, representatives from the Consortium reserve the right to negotiate an agreement with the specified vendor including software costs, annual maintenance costs and ongoing training and retraining costs.
2. Bids for software as described in these specifications, will be accepted until **Thursday, January 12, 2006, at 4:00 p.m. EST**, at which time they will be opened and read.
3. Bids will be accepted by mail or by personal delivery to the reception desk at the Genesee Intermediate School District, Erwin L. Davis Center, 2413 West Maple Avenue, Flint, Michigan 48507.
4. Should a vendor elect to hand deliver bids to the Erwin L. Davis Education Center, it is the responsibility of the vendor to ensure that the bid is delivered to the reception desk at 2413 West Maple Avenue, Flint, Michigan 48507.

5. All bids must be placed in an opaque envelope with "SEALED BIDS FOR ONLINE EMPLOYMENT APPLICATION" clearly marked on the outside of the envelope.
6. All bids must be addressed to:

Cynthia McCain
Executive Director of Finance
Genesee Intermediate School District
2413 West Maple Avenue
Flint, MI 48507
7. Bids received after 4:00 p.m. EST, January 12, 2006, and bids sent by fax or electronic mail will not be accepted.
8. It is the sole responsibility of the vendor to ensure that the bids are delivered to the Genesee Intermediate School District by the stated date and time.
9. All bids must be submitted on the "BID RESPONSE FORM" and must be signed by an authorized representative of the vendor.
10. Bids not submitted on the "BID RESPONSE FORM", or bids not signed and/or dated will not be considered and will be determined to be a non-bid.
11. The selected vendor shall have been actively engaged in the installation of similar type systems for a period of three (3) years (or completed three (3) projects of similar type systems). Vendor must supply no less than three (3) names, addresses and phone numbers where those systems have been installed. References must be for systems that are substantially similar to the system specified.
12. A notarized copy of Public Act 232 of 2004, Familial Relationship Disclosure, (Attachment B) must accompany all bids. Bids submitted without the notarized Public Act 232 of 2004, Familial Relationship Disclosure, will be determined to be a non-bid.
13. Genesee Intermediate School District reserves the right to withdraw this Request for Bid at any time for any reason and to issue such clarifications, modifications and/or amendments as it may deem appropriate.
14. The Genesee Intermediate School District Board of Education reserves the right to accept any bid, reject any part or all bids, or to waive any information in the bids should they deem it to be in the best interest of the school district and/or the consortium.
15. Genesee Intermediate School District is a drug/alcohol free, tobacco free and weapon free environment. Board policy prohibits the use of drugs/alcohol, tobacco and weapons of any type in district buildings and vehicles or on district grounds.

16. The successful vendor is required to provide software training to participating Genesee County Area Public Schools staff. Training will be oriented towards the installation, operation and use of the software. All training will be conducted at the GCAPS Consortium Member sites. The number of sites and locations will be determined by the Consortium and the selected vendor.
17. The schedule of training must be coordinated with the Genesee Intermediate School District as all individuals may not be able to attend at the same time.
18. Each bidder shall submit with their proposal either a bid bond or a certified check equal to five percent (5%) of the total first year cost for seven (7) to fifteen (15) member districts participating in the consortium, or a minimum of forty-three thousand three hundred eighty-five (43,385) students, which represents the seven (7) largest member districts' enrollments. (See Number 6 of the Pricing and Cost Summary within the Bid Response Form, First Year Total Cost for seven (7) to fifteen (15) member districts.)
19. Bids received without the bid bond or a certified check will be considered a non-bid.
20. All bid bonds and certified checks will be returned to companies who did not get the bid after an agreement is reached and signed with representatives from the successful company.
21. The bid bond shall be for the service, maintenance, and performance of the software, and will guarantee against defective material or workmanship in any work under the contract for a period of three (3) years after the software has been installed and has been accepted.
22. All questions regarding these specifications are to be addressed to:

Melinda McGraw
Human Resources Administrator
Genesee Intermediate School District
2413 West Maple Avenue
Flint, MI 48507
mmcgraw@geneseeisd.org